



FAIR POLITICAL PRACTICES COMMISSION

JOB OPPORTUNITY BULLETIN

APPOINTMENT IS SUBJECT TO ADMINISTRATIVE APPROVAL

POSITION: Political Reform Consultant I
Political Reform Consultant II

(1 position)

(1 position)

DIVISION: ENFORCEMENT

SALARY: PRC I \$4111 - \$4997

PRC II \$4516 - \$5489

FINAL FILING DATE: JULY 31, 2006 OR UNTIL FILLED

Duties and Responsibilities:

This position manages the Enforcement Division's streamline violation programs, reviews complaints for intake purposes, provides initial investigation of complaints, and works with attorneys and investigators to prosecute cases. The position's responsibilities are as follows:

- Responsible for running the streamline programs, including identifying eligible cases, contacting respondents, and drafting settlement documents
- The PRC I assists the PRC II in reviewing complaints at the initial intake stage to determine if the case should be prosecuted under the Commission's authority to enforce the Political Reform Act, this includes drafting memoranda, and closure and warning letters
- Performs initial case investigation, including contacting participants, and reviewing and obtaining evidence
- Provides enforcement information for telephone inquiries

Desirable Qualifications:

- Strong verbal and written communication skills
- Knowledge of the Political Reform Act helpful but not required.
- Ability to work both as a team member and independently
- Experience in working with the public and other agencies
- Ability to do occasional overnight travel
- Ability to research and write reports
- Ability to conduct a detailed analysis of facts and make recommendations based on that analysis

Who May Apply:

Existing Political Reform Consultants may apply for the position. Applications from Associate Governmental Program Analysts (AGPA) are also encouraged. The State application must indicate the basis of eligibility (i.e. re-employment, transfer or list eligibility) and include one writing example (one to two pages). Applications will be screened and only the most qualified candidates will be scheduled for an interview.

Where to Apply:

If you wish to be considered for the position, please forward a State application (STD. 678) and resume' to:

Fair Political Practices Commission
Political Reform Consultant I/II, Enforcement Division
428 J Street, Suite 620
Sacramento, CA 95814-2329

Contact: Gail Ziese, (916) 327-8692

06/15/06

It is the policy of the Fair Political Practices Commission to prohibit any form of discrimination based on race, sex, religion, age, national origin, sexual orientation or disability in every phase, or personnel policy and practice, in the recruitment, employment, advancement and/or treatment of all employees and applicants.